Public Accountability Report Portal User Guide

The Public Accountability Report (PAR) Portal is a web portal offered by the Illinois Office of Comptroller (IOC) that allows agency managers throughout Illinois state government to report on their agencies' various initiatives, effectiveness, and program administration. This User Guide describes how to use the PAR Portal and provides some troubleshooting tips. Use the links below to jump to a specific section in this guide.

Return to top

Am I eligible to use the Public Accountability Report Portal?

If you have been given authorization to act as your agency's coordinator, then you are authorized to register via the PAR registration screen and utilize the portal. The person registering as the agency coordinator must use the agency authorization PIN provided by the IOC PAR administrator. All other users who are set up by the agency's coordinator via the Manage Users link are also authorized.

[Back to top](#)

How do I register for a Public Accountability Report Portal account?

If users meet the requirements to register for a Public Accountability Report Portal account, they need to follow these steps:

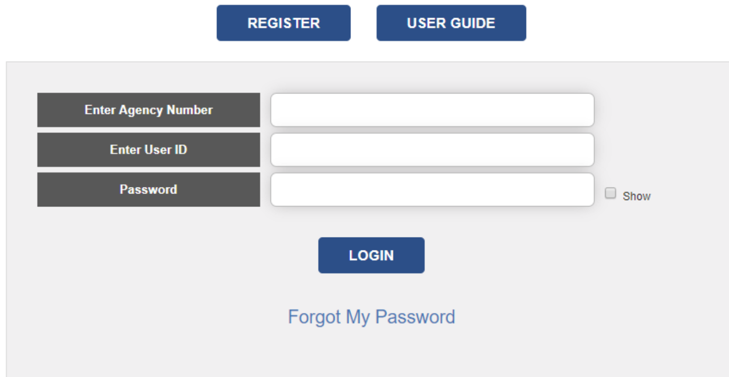
1. Go to https://illinoiscomptroller.gov.

2. Select AGENCIES from the navigation bar at the top of the page.

3. Click Submit A Report in the AGENCIES drop-down menu.

4. Select the Public Accountability Report from the REPORT NAME drop-down menu and click SEARCH.

5. Click REGISTER.



6. Fill out the registration form in its entirety. Make sure you take extra precaution when selecting your agency and entering your agency's authorization PIN and email. The screen matches what you selected for your agency and your agency authorization PIN to authorize you as your agency's coordinator. You will receive an email at the address you provided allowing you to create a personal password for communication throughout the PAR reporting process.

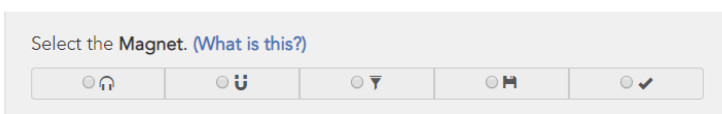
Registration Page Information:

Email: Provide an email address at which this individual may be contacted. This email address can also be used as the account holder's user ID for logging in to the system.
User ID (System Assigned): This is the user ID the system will try to assign to this individual. If the ID is not available, the system will add the next sequential number to the end. You will receive an email containing your official ID.
Phone: Provide a telephone number at which the individual may be contacted. All phone numbers must contain the area code.
Coordinator: The required value for this field is **Yes** if you are filling out the registration form. The user will have the ability to add new users, reset other users' passwords, mark other users as **Active** or **Inactive**, and submit the PAR.
Security PIN: Enter your agency's security PIN provided in the email the IOC sent to your agency contact person.

7. You must check the attestation check box.

☑ You acknowledge that the content is truthful and accurate to the best of your knowledge. You further acknowledge that you have the permission of the Public Accountability Report Portal to act in the compacity of a coordinator. You further acknowledge that it is your intent that this submission acts as your digital signature in place of your manual signature, and that your digital signature has the same legal effect as your manual signature.

8. Select the picture described in the captcha. This is to prevent malicious computer programs from registering for PAR Portal accounts. If you need help with this selection, click here.



9. Click REGISTER ME!

Public Accountability Report Coordinator Registration

Click here to return back

This form should be completed by the State of Illinois Agency Public Accountability Report Coordinator to gain access to the Public Accountability Report Portal on the IOC's website, IllinoisComptroller.Gov. You should only use this form if you are the Agency's PAR Coordinator. If there has been a Coordinator assigned to your Agency, please contact him/her for access to the Public Accountability Report Portal. Step 1) Complete the form below. Step 2) You will need to enter the SECURITY PIN located within the letter your Agency received from our office. Step 3) Click on the "Register Me!" button. Step 4) You will receive an Email containing a hyperlink for you to Create Your Password. Step 5) Once you have created your password then you will be set to log into the Public Accountability Report.

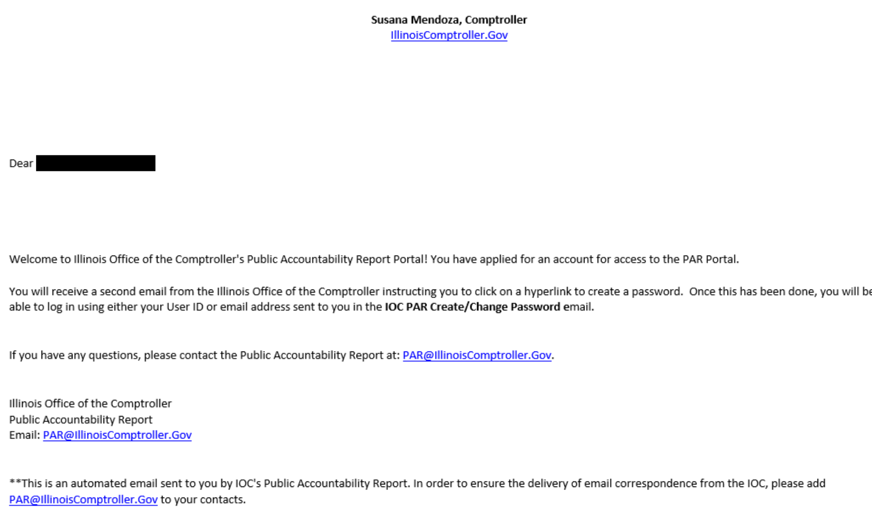
REGISTER ME!

Agency	Department of Central Management Services (416)

Coordinator's Information

Email	tara.burke@illinoiscomptroller.gov
Re-Enter Email	tara.burke@illinoiscomptroller.gov
First Name	First

10. You will receive a **PAR New Account Registration** email stating that we have received your registration.



Susana Mendoza, Comptroller
IllinoisComptroller.Gov

Dear [redacted]

Welcome to Illinois Office of the Comptroller's Public Accountability Report Portal! You have applied for an account for access to the PAR Portal.

You will receive a second email from the Illinois Office of the Comptroller instructing you to click on a hyperlink to create a password. Once this has been done, you will be able to log in using either your User ID or email address sent to you in the **IOC PAR Create/Change Password** email.

If you have any questions, please contact the Public Accountability Report at: PAR@IllinoisComptroller.Gov.

Illinois Office of the Comptroller
Public Accountability Report
Email: PAR@IllinoisComptroller.Gov

**This is an automated email sent to you by IOC's Public Accountability Report. In order to ensure the delivery of email correspondence from the IOC, please add PAR@IllinoisComptroller.Gov to your contacts.

11. Once the system has approved your account, you should receive an email at the address provided during registration that allows you to verify your email and set up a password. Click on the CREATE/CHANGE MY PASSWORD hyperlink. This will be delivered the same day the registration took place. If you do not receive the email, verify it isn't in your junk or spam folder before contacting the IOC.

Susana Mendoza, Comptroller
IllinoisComptroller.Gov

Dear [redacted]

To create or change your password, please click CREATE/CHANGE MY PASSWORD. When creating a password, you must follow our Password Policy. Once this has been done, you will be able to log in using either your User ID or email address as shown below:

User ID: [redacted]
Email Address: [redacted]

Password Policy

- Minimum 8 characters
- At least one upper-case character
- At least one number (0-9)
- At least one special character (! @ # $ % ^ & * ? _ ~ - ( ))
- Must be a password not used in the last 10 password changes
- Password must be changed every 30 days

After you create your password, this User ID and Password will be used the next time you log in to PAR. Please note: If you already use other IOC applications, including WEDGE, BITS, Smart Business Illinois, or Budget Voice, this new password that you just created will be the one you use for those applications as well.

If you have any questions in regards to logging into the IOC Public Accountability Report Portal, please contact the Office of the Comptroller's PAR at PAR@IllinoisComptroller.Gov

Illinois Office of the Comptroller
Public Accountability Report
Email: PAR@IllinoisComptroller.Gov

**This is an automated email sent to you by IOC's Public Accountability Report. In order to ensure the delivery of email correspondence from the IOC, please add PAR@IllinoisComptroller.Gov to your contacts.

12. Create your password, making sure it follows the **<u>Password Policy</u>** listed at the bottom of the screen. Then click CREATE PASSWORD.

13. Once you see the **Password was Created!** message, you will be taken to the Public Accountability Report log-in screen.

[Back to top](#)

How do I log in to the Public Accountability Report Portal?

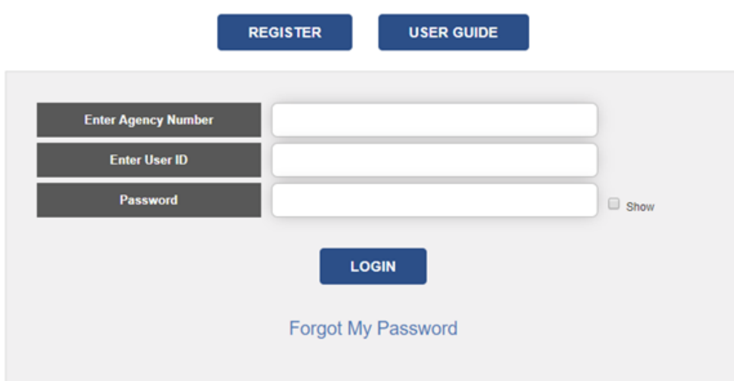
1. Go to https://illinoiscomptroller.gov.

2. Select AGENCIES from the navigation bar at the top of the page.

3. Click Submit A Report in the AGENCIES drop-down menu.

4. Select the Public Accountability Report from the REPORT NAME drop-down menu and click SEARCH.

5. Enter your agency number, the user ID or email address associated with your account, and the password you just created in the respective fields. Finally, click LOGIN.



[Back to top](#)

Why do my log-in attempts result in a message indicating that I cannot be logged in to the Public Accountability Report Portal?

More than likely, the answer to this question has to do with the log-in credentials you provided. Here are four common errors that prompt this message and how to address them:

1. You may have made a simple typo. Try logging in one more time with the correct information.
2. You may be using an old password. PAR passwords expire every 30 days. If you have forgotten your password, you can click on the Forgot My Password link on the log-in page to reset it.
3. Is your computer's Caps Lock or Num Lock on? The user ID and password fields are case-sensitive. If you unknowingly had Caps Lock on, then you may have mistakenly tried to log in with capital letters. If you are using the numbers pad and do not have Num Lock on, you may be keying in characters that are not in your user ID or password.
4. Does your browser save log-in credentials? Do you have a predictive text tool activated in your browser? Many times these features save expired log-in information. Disable these options when you are trying to log in to the PAR Portal.

If you continue to experience trouble with logging in, contact the coordinator assigned to your agency.

Back to top

Do I need to update my password?

To maintain the data's integrity, Public Accountability Report Portal passwords expire every 30 days. Don't worry; you do not need to keep track of when that 30 days is up. As long as you remember your most recent password and complete a successful log-in, the PAR Portal will prompt you when it's time for a change.

Passwords must follow the **Password Policy** found on the bottom of the Change Password screen.

Back to top

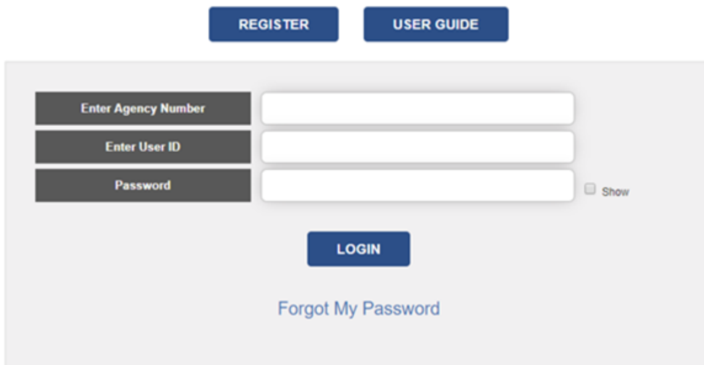
I forgot my user ID. How can I retrieve it?

A user ID is usually the email address associated with an account or FirstName.LastName. If you have additional questions, contact the coordinator assigned to your agency.

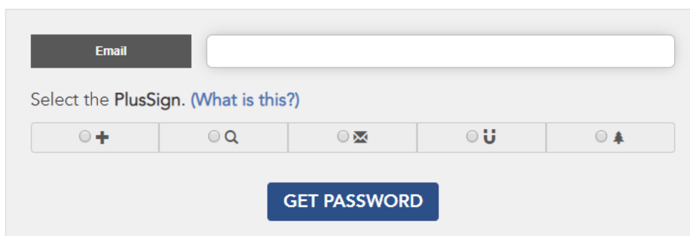
[Back to top](#)

I forgot my password. How can I reset it?

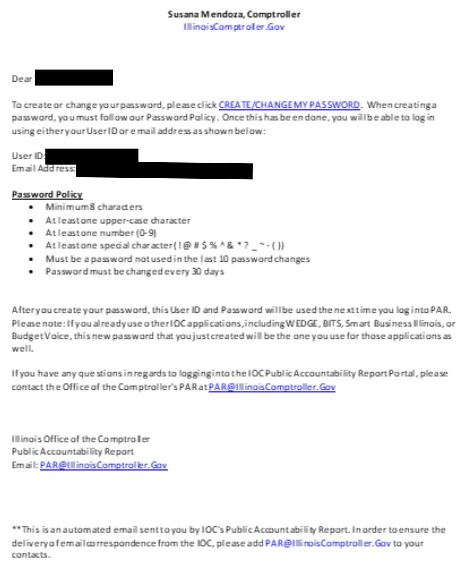
1. From the Public Accountability Report Portal site log-in page, click Forgot My Password.



2. Key in the email address associated with your PAR Portal account, select the image the captcha is asking for, and click GET PASSWORD. An email will be sent to the email address associated with your account, allowing you to change your password.



3. You should receive an email from our system that contains a CREATE/CHANGE MY PASSWORD link that will take you to the Change Password screen.



Susana Mendoza, Comptroller
IllinoisComptroller.Gov

Dear [redacted]

To create or change your password, please click CREATE/CHANGE MY PASSWORD. When creating a password, you must follow our Password Policy. Once this has been done, you will be able to log in using either your User ID or email address as shown below:

User ID: [redacted]
Email Address: [redacted]

Password Policy
- Minimum 8 characters
- At least one upper-case character
- At least one number (0-9)
- At least one special character (! @ # $ % ^ & * ? _ ~ - ( ))
- Must be a password not used in the last 10 password changes
- Password must be changed every 30 days

After you create your password, this User ID and Password will be used the next time you log into PAR. Please note: If you already use other IOC applications, including WEDGE, BITS, Smart Business Illinois, or Budget Voice, this new password that you just created will be the one you use for those applications as well.

If you have any questions in regards to logging into the IOC Public Accountability Report Portal, please contact the Office of the Comptroller's PAR at PAR@IllinoisComptroller.Gov

Illinois Office of the Comptroller
Public Accountability Report
Email: PAR@IllinoisComptroller.Gov

**This is an automated email sent to you by IOC's Public Accountability Report. In order to ensure the delivery of email correspondence from the IOC, please add PAR@IllinoisComptroller.Gov to your contacts.

4. Enter a password that you have not used in the last 10 password changes, re-enter the password, and click Create Password.

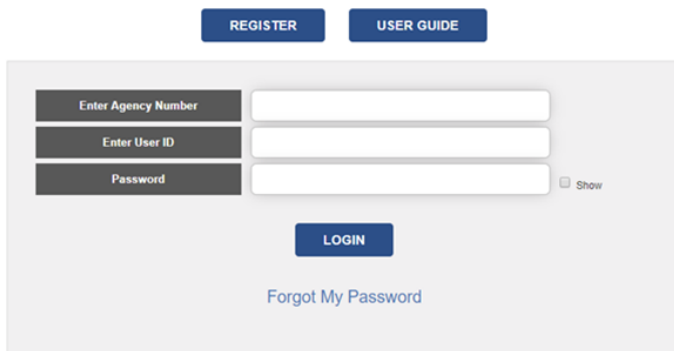
If you are having trouble resetting your password, you may contact the coordinator assigned to your agency. This individual can provide you with a temporary password.

[Back to top](#)

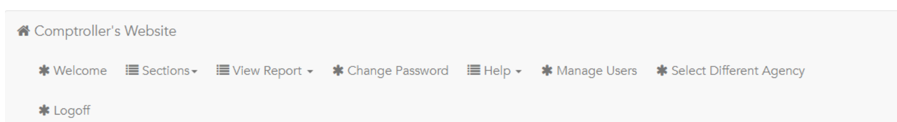
How can I change my password?

The Public Accountability Report Portal will automatically take you to the Change Password screen when it is time for you to change your password. You may manually go to the Change Password screen and change it as often as you like.

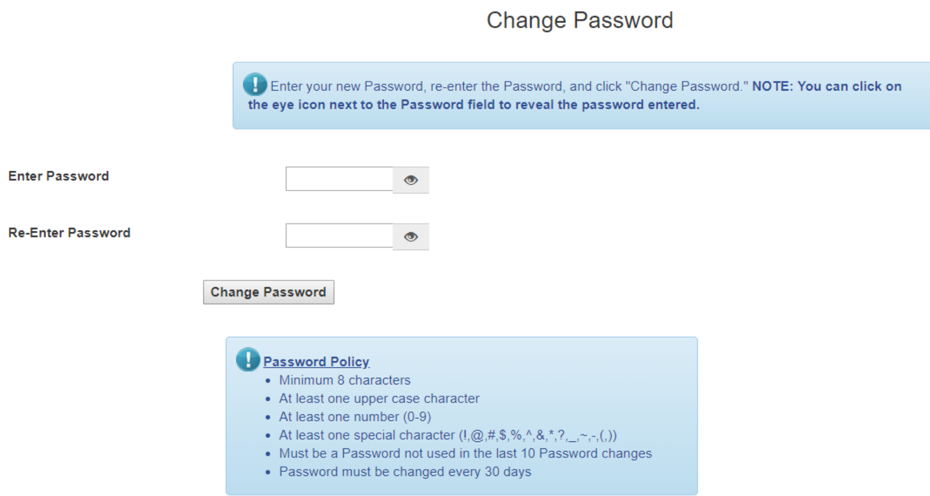
1. Log in to the PAR Portal.



2. Click on the Change Password menu option.



3. Enter your new password, re-enter the password, and click Change Password.

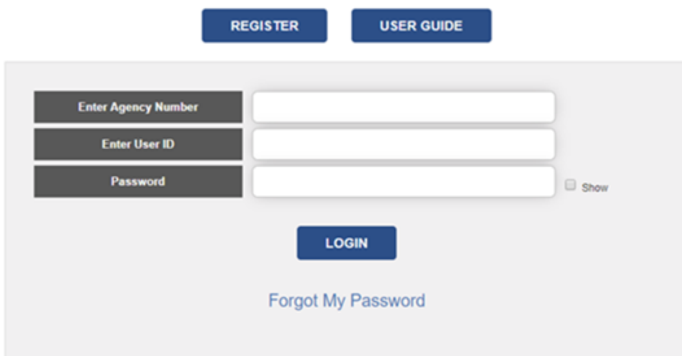


Back to top

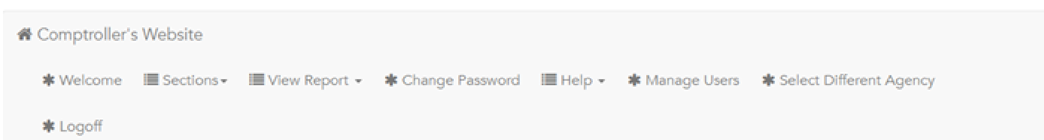
How do I manage my assigned users (coordinators only)?

Only the agency coordinator and IOC administrators have this option.

1. Log in to the Public Accountability Report Portal.



2. Click on Manage Users.

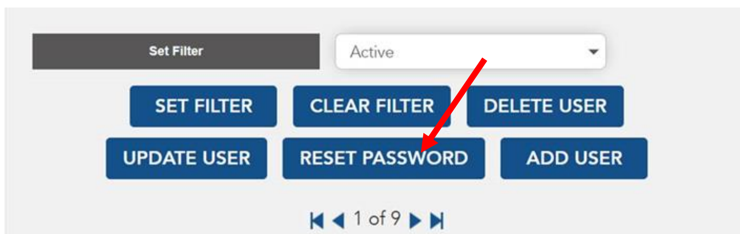


[Back to top](#)

How do I reset a user's password?

1. Using the arrows, position the record to the desired user.

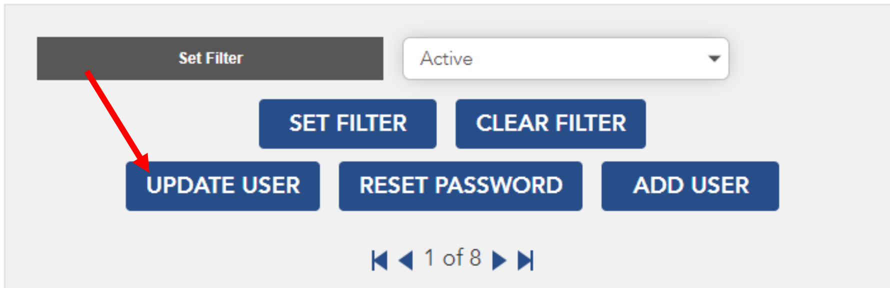
2. Click Reset Password. The password will be reset to a default password that the agency coordinator or PAR administrator can give to the user to log in to the application. The user will be required to reset his or her password on the first log-in after the reset has been completed.



Back to top

How do I update a user's information?

You can modify the information associated with the user's account except for the agency number, agency name, and user ID. Click UPDATE USER to save the changes.



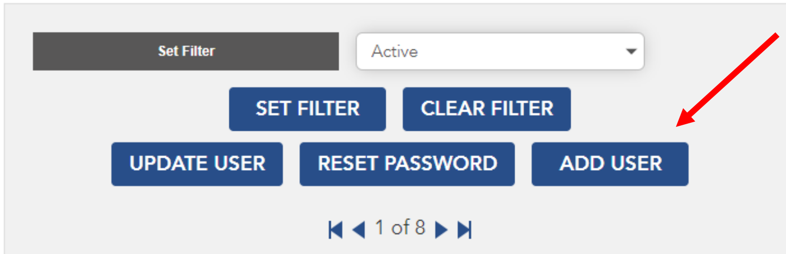
Manage Users Information Page:

Status: The coordinator can mark this user as **Active** or **Inactive**.
Email: Provide an email address at which this individual may be contacted. This email address can also be used as the account holder's user ID for logging in to the system.
User ID: This is the user ID the system will try to assign to this individual. If the ID is not available, the system will add the next sequential number to the end. You will receive an email containing your official ID.
Phone: Provide a telephone number at which the individual may be contacted. All phone numbers must contain the area code.
Coordinator: The required value for this field is **Yes** if you are filling out the registration form. The user will have the ability to add new users, reset other users' passwords, mark other users as **Active** or **Inactive**, and submit the PAR.

Back to top

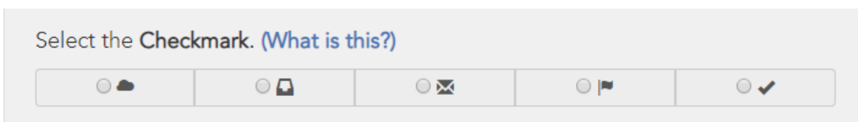
How do I add a new user?

1. To add a new user or coordinator, click ADD USER.

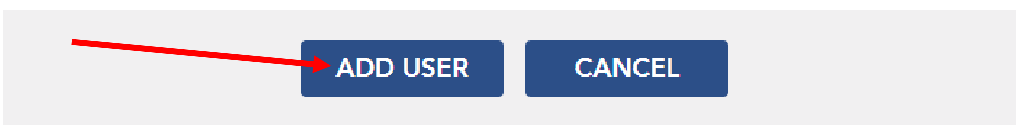


2. Add all the information for the user.

3. Please select the picture described in the captcha. This is to prevent malicious computer programs from registering for Public Accountability Report Portal accounts. If you need help with this selection, click here.



4. Click ADD USER to finish the process.



5. The user added will receive the same two emails the coordinator received when he or she registered for the PAR Portal.

New User Information:

Email: Provide an email address at which this individual may be contacted. This email address can also be used as the account holder's user ID for logging in to the system.
User ID: This is the user ID the system will try to assign to this individual. If the ID is not available, the system will add the next sequential number to the end. You will receive an email containing your official ID.
Phone: Provide a telephone number at which the individual may be contacted. All phone numbers must contain the area code.
Coordinator: The required value for this field is **Yes** if you are filling out the registration form. The user will have the ability to add new users, reset other users' passwords, mark other users as **Active** or **Inactive**, and submit the PAR.

Back to top

Features to Note Before Entering Your Report

- All agency coordinators can assign other users for their agencies as another coordinator or as a regular user. All passwords will automatically expire after 30 days. You must follow the Password Policy displayed at the bottom of the **Change Password** screen. There is a **Forgot My Password** feature you can use if you have forgotten your password. Sometimes emails end up in your junk or spam mail folder, so, if you are expecting an email from the PAR Portal and haven't received it, check your spam or junk folder. To help prevent this from happening, please add **illinoiscomptroller.gov** to your address book.
- If you are not a new agency coordinator, you will not receive a security PIN to register. You have already registered and can use the **Forgot My Password** feature to reset your password if it has expired.
- The **Director/Contact Information** section must be completed before the system will allow you to proceed.
- The totals for **Input Indicator** *Total expenditures - state appropriated funds (in thousands)* for fiscal years 2020 and 2021 have to match SAMS. Please use this link for assistance: https://illinoiscomptroller.gov/financial-data/state-expenditures/by-agency/.
- Agency narratives are required to submit the report. See the **Agency Narrative** section in this User Guide for guidelines.

Back to top

How to Enter and Format Numbers

As you enter numbers throughout the system, you will notice a drop-down menu labeled **Number Type.** This menu offers you a variety of options on how a number will be displayed in the final report. Before entering your first set of numbers, please review this information.

- $ and ₵: When selected, this option displays numbers in a typical dollars and cents format, which includes two decimal places (e.g., $133.45). Entries containing only cents will be displayed with a zero in the dollar place followed by two decimal places (e.g., $0.55). The term "(in dollars)" will automatically be added to the end of the indicator. For example, if the indicator you create states "Average cost of inspections" and you select **$ and ₵** as the number type option, the indicator will automatically be modified to state: "Average cost of inspections (in dollars)".

- $ Thous.: When selected, this option will display numbers with one decimal point (e.g., $859.2; $1,234.5). The term "(in thousands)" will automatically be added to the end of the indicator.

- $ Millions: When selected, this option will display numbers with one decimal point (e.g., $900.3; $1,224.5). The term "(in millions)" will automatically be added to the end of the indicator.

- $ Billions: When selected, this option will display numbers with one decimal point (e.g., $3.4). The term "(in billions)" will automatically be added to the end of the indicator.

- Number: When selected, there are two different formatting results for this option:

  a) Number values less than 1,000 are formatted with one decimal point. For example, if "999.9" or "133" are entered, the resulting format will be "999.9" and "133.0," respectively.
  b) Number values equal to or greater than 1,000 are formatted with no decimal places. For example, if "9999" is entered, the number will be formatted as "9,999."

If you enter a number greater than 0, be sure to indicate the number type that you are using.

- Percent: When a number is entered and the **Percent** option is selected, the number will be formatted as a percent. For example, if "13.3" or "13.34" are entered, the resulting format will be "13.3%" or "13.34%," respectively.

- Yes and No: This option is for when number formatting does not apply but the indicator requires a yes or no answer. Example: An agency is expected to receive an award/certificate every year. Did it receive the certificate for the fiscal year?

- N/A: If data is unavailable, enter a zero in the data field and choose "N/A" as the number type. "N/A" will show on the report.

Note: For consistency among all agencies, please enter all expenditure data using the **$ and ¢** number type in the drop-down menu. Also, all expenditures must be rounded to thousands of dollars.

You will notice a **Number Type** hyperlink at the top of each chart where data can be entered. Clicking on the hyperlink will open a section that provides information on how to enter and format numbers. Refer to this information if you have any questions on how to enter numbers.

Back to top

Other Items

- *Acronyms, Abbreviations, and Technical Terms.* To make your report easier to read, keep acronyms, abbreviations, and technical terms to a minimum. When they are FIRST used, the full term should be spelled out with the acronym or abbreviation following in parentheses. For example, **SEA** when first used should be spelled out as **Service, Efforts, and Accomplishments (SEA)**. When composing your report, remember that the report is intended for a general audience.

- *Proofreading.* Carefully proofread your report before submitting it. This will save time when the report is finalized for the web application. Check spelling, punctuation, consistency in the use of terms, and other items relating to form and style.

Back to top

Director/Contact Information

The **Director/Contact Information** section must be completed before the system will allow you to proceed. You will only need to complete this section once. After completing the form, click **ADD RECORD** or **UPDATE RECORD**. You will then be taken to a section that says **Contact Information Added**. Click **PROCEED TO PROGRAM GENERAL INFORMATION**.

Back to top

Program General Information

This section lists the **Reporting** programs entered last year and a section to enter **Non-Reporting** programs. If you will be using any or all of the **Reporting** programs listed last year for the 2021 report, click **YES** below **Copy?**, and the program will automatically be added to the 2021 report and also to the **Programs and Resources** table. You will have to click **YES** for each program you wish to copy to the 2021 report.

Note: Make sure you have copied all applicable programs listed from your 2020 report that are applicable to the 2021 report before you add any new programs. Once all programs have been copied up for 2021, all indicator data will also be copied up for each program.

The **Add a New Program** section is for use only if you plan on adding a new program to the 2021 report. To add a new program to your 2021 report, select the **New Program Type** from the drop-down menu, enter the **New Program Name**, and click **ADD NEW PROGRAM**. If the program is **Non-Reporting**, you still need to enter the expenditure and headcount data. Repeat this procedure for each new program you want to add.

Once all **Reporting** and **Non-Reporting** programs are in the table, you may update a program name within the program text box and click **UPDATE.** To remove programs from the list, click **DELETE.** Once deleted, programs may be returned to the list by clicking **UN-DELETE** on the deleted program table.

After completing the **Programs~~'~~ General Information** section, click **PROCEED TO SELECT A PROGRAM.**

Back to top

Select Agency Program

The **Select Agency Program** section allows you to select a program from the drop-down menu to begin entering data for the 2021 report.

Select the first program you want to work on and click **SELECT A PROGRAM**. This will re-direct you to a section entitled **Program's Funds/Statutory Authority**.

Back to top

Program Funds/Statutory Authority

This section lists the program's fund(s) and the statutory authority. Funds can be added to this area as you select them for 2021. You will need to verify that the fund(s) that appear are correct. To remove a fund from the list, click **DELETE**. Once deleted, funds may be returned to the list by clicking **UN-DELETE** on the deleted funds table.

Note: If a fund name no longer exists in 2021 but existed in 2020, the fund name will automatically be removed.

The **Add 2021 Funds** section is for adding funds that support the program. Use the drop-down menu to find the source of funds, highlight it, and click **ADD FUND**. You should do this for each major fund that supports the program.

The **Add/Update 2021 Statutory Authority** section contains a **Statutory Authority** text box to enter the program's primary statutory authority reference. You should enter the primary statutory reference for the program by using the ILCS reference (e.g., 220 ILCS 5/8-101). Although there may be multiple statutory citations for the program, enter only the primary citation. This would be the statute chapter and section(s) that establish and authorize the program. After adding the statutory citation, click **ADD/UPDATE**.

After completing the fund(s) and statutory authority, click **PROCEED TO MISSION STATEMENT**.

Back to top

Mission Statement

This section displays the mission statement. If the statement is not accurate, you should edit it within the **Mission** text box. After completing all edits, click ADD/UPDATE. If you are working on a new program, type in the text of the new program's mission statement and click ADD/UPDATE.

After completing the mission statement for the program, click PROCEED TO GOALS.

Back to top

Goals

This section lists the goals. You will need to verify that the goal(s) that appear are correct. To remove a goal from the list, click **DELETE.** Once deleted, a goal may be returned to the list by clicking **UN-DELETE** on the deleted goal table.

The **Update Goal** section lists all the goals for the program you selected. To update a goal, edit the change in the **Goal** text box and click **UPDATE**. If the goals are not listed in the order you wish them to appear, you can re-number the goals using sequential numbers in the **GoalNo** field.

The **Add a New Goal** section is for adding new goals. To add a new goal to the program, enter the goal in the **New Goal** text box and click **ADD NEW GOAL**. The next available goal number will automatically be assigned, so make sure you enter the goals in the order in which you want them to appear (i.e., Goal 1 first, Goal 2 second, etc.).

After completing the **Goals** section, click **PROCEED TO OBJECTIVES**.

Back to top

Objectives

This section lists a program's objective(s). If there are no goals, this section will be blank. If there are goals, there will be a **Select Goal for Objectives** text box. Within the text box, there is a drop-down menu that lists each goal for the program. Select the goal you want to work on and click **SELECT A GOAL FOR OBJECTIVES**.

The 2021 goal objectives section lists all the objectives for the goal you selected. To remove an objective from the list, click **DELETE.** Once deleted, the objective may be returned to the list by clicking **UN-DELETE** on the deleted objective table.

The **Update Objective** section lists the objectives for the goal you selected. To update an objective, edit the text in the **Objective** text box and click **UPDATE**. If the objectives are not listed in the order you wish them to appear, you can re-number the objectives using sequential letters in the **ObjectiveNo** field.

The **Add a New Objective** section is for adding new objectives. To add a new objective to the goal, enter the objective in the **New Objective** text box and click **ADD NEW OBJECTIVE**. The next available objective letter will automatically be assigned, so make sure you enter the objectives in the order in which you want them to appear (i.e., Objective a first, Objective b second, etc.).

After completing the objectives for the first goal, you will need to complete the process for each of the other goals for this program. To work on objectives for another goal, click **SELECT A DIFFERENT GOAL**. This opens the drop-down menu that lists each goal for the program. Select another goal you want to work on and click **SELECT A GOAL FOR OBJECTIVES**. This will return you to the 2021 goal objectives section where you will repeat the same process for adding/updating objectives for each goal you have listed for the program you are working on.

After completing the objectives for all the goals, click **PROCEED TO FOOTNOTES**.

Back to top

Footnotes

This section lists a program's footnotes. If there are no footnotes, this section will be empty. To remove a footnote from the list, click **DELETE.** Once deleted, footnotes may be returned to the list by clicking **UN-DELETE** on the deleted footnotes table.

Note: If you delete a footnote, you will have to re-index the footnotes in all indicator sections when you are finished.

You will be using this page to enter all the footnotes for the program you are working on. Footnotes are not copied up from the prior year. The footnotes will appear under **Explanatory Information** in the completed Public Accountability Report in the order in which you have entered them here as "a", "b", "c", etc. Later, you will be able to place the footnote IDs (a, b, c, etc.) where you want them to appear.

To update a footnote, edit the text in the **Footnote** text box and click **UPDATE**. If the footnotes are not listed in the order you wish them to appear, you can re-number them using a sequential letter (a through z) in the **FootnoteNo** field.

The **Add a New Footnote** section is for adding new footnotes. To add a new footnote to the program, enter the footnote in the **New Footnote** text box and click **ADD NEW FOOTNOTE**. The next available footnote letter will automatically be assigned, so make sure you enter the footnotes in the order in which you want them to appear (i.e., Footnote a first, Footnote b second, etc.).

After updating and/or adding footnotes, you can review the them by looking at the **2021 Program Footnotes** section. You can rearrange the order of the footnotes by re-ordering them in the **FootnoteNo** box (a, b, c, d, etc.).

If you want to place any of your footnotes at a column heading, click the link **Click here to place footnote(s) in the Fiscal Year Column Heading of the report**. This opens a **Footnote Placement – Fiscal Year Column Heading** section. Using the **Add Fiscal Year Heading Footnotes** section, find the column heading you want the footnote to be added to and use the drop-down menu to select the footnote you want to use for that column heading. After selecting the footnote(s) for the heading(s), click **ADD NEW FOOTNOTE ID**.

After completing the footnotes, click **PROCEED TO INPUT INDICATORS**.

Back to top

Input Indicators

This section lists a program's input indicators. **The first three input indicators are standardized indicators and the order in which they appear cannot be changed.**

The **Update Input Indicators** section lists the input indicators. Use this section to enter the fiscal year 2021 actual and fiscal year 2022 target/projected data for each indicator. Click **UPDATE**.

- For the first two indicators, enter the dollars in thousands.
- For the third indicator, enter the number of average monthly full-time equivalents.

To update an input indicator, edit the text in the text and/or data box and click **UPDATE**. If the indicators are not listed in the order you wish them to appear, you can re-number them using a sequential number in the **Ind. No** field. The first three indictors cannot be re-ordered.

The **Add a New Input Indicator** section is for adding new indicators. To add a new indicator to the program, enter the indicator name and data and click **ADD NEW INPUT INDICATOR.** The next available indicator number will automatically be assigned, so make sure you enter the indicators in the order in which you want them to appear (i.e., Input Indicator 1 first, Input Indicator 2 second, etc.). To remove an indicator from the list, click **DELETE.** Once deleted, indicators may be returned to the list by clicking **UN-DELETE** on the deleted input indicators table.

The **Update 2020 Performance Measurements** and **Update 2019 Performance Measurements** sections are for entering the appropriate data for each of the input indicators for both fiscal years. If you have new indicators, you will need to enter **0** for the data fields and **N/A** for the number types for these years. Click **UPDATE** when you have completed entry.

Note: You will not be able to make changes to copied up **2020/2019 Performance Measurements** without first contacting our office for approval. If you need to make changes, call us at 217-785-6261 or email PAR@illinoiscomptroller.gov.

The **Indicator Footnotes** section lists any footnote IDs that might accompany an input indicator. To remove a footnote ID from the list, click **DELETE.** To add a footnote ID, go to the **Add Indicator Footnotes** section.

The **Add Indicator Footnotes** section allows you to add a footnote ID. To add a footnote ID to an input indicator, select the footnote from the drop-down menu and click **ADD NEW FOOTNOTE ID**. The results will be reflected in the **Indicator Footnotes** section.

After completing the input indicators, click **PROCEED TO OUTPUT INDICATORS**.

Back to top

Output Indicators

This section lists a program's output indicators. If there are no indicators, this section will be empty. To remove an indicator from the list, click **DELETE.** Once deleted, indicators may be returned to the list by clicking **UN-DELETE** on the deleted indicator table.

The **Update Output Indicator** section lists the output indicators. Use this section to enter the fiscal year 2021 actual and fiscal year 2022 target/projected data for each indicator. Click **UPDATE**. To update an indicator, edit the text in the text and/or data box and click **UPDATE**. If the indicators are not listed in the order you wish them to appear, you can re-number them using a sequential number in the **Ind. No** field.

The **Add a New Output Indicator** section is for adding new output indicators. To add a new indicator to the program, enter the indicator name and data and click **ADD NEW OUTPUT INDICATOR**. The next available indicator number will automatically be assigned, so make sure you enter the indicators in the order in which you want them to appear (i.e., Output Indicator 1 first, Output Indicator 2 second, etc.). New indicators will not be added to the report if data fields are left blank.

The **Update 2020 Performance Measurements** and **Update 2019 Performance Measurements** sections are for entering the appropriate data for each of the output indicators for both fiscal years. If you have new indicators, you will need to enter **0** for the data fields and **N/A** for the number types for these years. Click **UPDATE** when you have completed entry.

Note: You will not be able to make changes to copied up **2020/2019 Performance Measurements** without first contacting our office for approval. If you need to make changes, call us at 217-785-6261 or email PAR@illinoiscomptroller.gov.

The **Indicator Footnotes** section lists any footnote IDs that might accompany an output indicator. To remove a footnote ID from the list, click **DELETE.** To add a footnote ID, go to the **Add Indicator Footnotes** section.

The **Add Indicator Footnotes** section allows you to add a footnote ID. To add a footnote ID to an output indicator, select the footnote from the drop-down menu and click **ADD NEW FOOTNOTE ID**. The results will be reflected in the **Indicator Footnotes** section.

After completing the output indicators, click **PROCEED TO OUTCOME INDICATORS.**

Back to top

Outcome Indicators

This section lists a program's outcome indicators. If there are no indicators, this section will be empty. To remove an indicator from the list, click **DELETE**. Once deleted, indicators may be returned to the list by clicking **UN-DELETE** on the deleted indicator table.

The **Update Outcome Indicator** section lists the outcome indicators. Use this section to enter the fiscal year 2021 actual and fiscal year 2022 target/projected data for each indicator. Click **UPDATE**. To update an indicator, edit the text in the text and/or data box and click **UPDATE**. If the indicators are not listed in the order you wish them to appear, you can re-number them using a sequential number in the **Ind. No** field.

The **Add a New Outcome Indicator** section is for adding new outcome indicators. To add a new indicator to the program, enter the indicator name and data and click **ADD NEW OUTCOME INDICATOR**. The next available indicator number will automatically be assigned, so make sure you enter the indicators in the order in which you want them to appear (i.e., Outcome Indicator 1 first, Outcome Indicator 2 second, etc.). New indicators will not be added to the report if data fields are left blank.

The **Update 2020 Performance Measurements** and **Update 2019 Performance Measurements** sections are for entering the appropriate data for each of the outcome indicators for both fiscal years. If you have new indicators, you will need to enter **0** for the data fields and **N/A** for the number types for these years. Click **UPDATE** when you have completed entry.

Note: You will not be able to make changes to copied up **2020/2019 Performance Measurements** without first contacting our office for approval. If you need to make changes, call us at 217-785-6261 or email PAR@illinoiscomptroller.gov.

The **Indicator Footnotes** section lists any footnote IDs that might accompany an outcome indicator. To remove a footnote ID from the list, click **DELETE.** To add a footnote ID, go to the **Add Indicator Footnotes** section.

The **Add Indicator Footnotes** section allows you to add a footnote ID. To add a footnote ID to an outcome indicator, select the footnote from the drop-down menu and click **ADD NEW FOOTNOTE ID**. The results will be reflected in the **Indicator Footnotes** section.

After completing the outcome indicators, click **PROCEED TO OUTCOME INDICATORS/EXTERNAL BENCHMARKS**.

Back to top

Outcome External Benchmarks

This section lists a program's outcome external benchmarks. If there are no benchmarks, this section will be empty. To remove a benchmark from the list, click **DELETE.** Once deleted, benchmarks may be returned to the list by clicking **UN-DELETE** on the deleted benchmark table.

The **Update Outcome External Benchmark** section lists the outcome external benchmarks. Use this section to enter the fiscal year 2021 actual and fiscal year 2022 target/projected data for each benchmark. Click **UPDATE**. To update a benchmark, edit the text in the text and/or data box and click **UPDATE**. If the benchmarks are not listed in the order you wish them to appear, you can re-number them using a sequential number in the **No** field.

The **Add a New Outcome External Benchmark** section is for adding new outcome external benchmarks. To add a new benchmark to the program, enter the benchmark name and data and click **ADD NEW OUTCOME EXTERNAL BENCHMARK**. The next available benchmark number will automatically be assigned, so make sure you enter the benchmarks in the order in which you want them to appear (i.e., Outcome External Benchmark 1 first, Outcome External Benchmark 2 second, etc.). New benchmarks will not be added to the report if data fields are left blank.

The **Update 2020 Performance Measurements** and **Update 2019 Performance Measurements** sections are for entering the appropriate data for each of the benchmarks for both fiscal years. If you have new benchmarks, you will need to enter **0** for the data fields and **N/A** for the number types for these years. Click **UPDATE** when you have completed entry.

Note: You will not be able to make changes to copied up **2020/2019 Performance Measurements** without first contacting our office for approval. If you need to make changes, call us at 217-785-6261 or email PAR@illinoiscomptroller.gov.

The **Benchmark Footnotes** section lists any footnote IDs that might accompany an outcome external benchmark. To remove a footnote ID from the list, click **DELETE.** To add a footnote ID, go to the **Add Benchmark Footnotes** section.

The **Add Benchmark Footnotes** section allows you to add a footnote ID. To add a footnote ID to an outcome external benchmark, select the footnote from the drop-down menu and click **ADD NEW FOOTNOTE ID**. The results will be reflected in the **Benchmark Footnotes** section.

After completing the outcome external benchmarks, click **PROCEED TO EFFICIENCY INDICATORS**.

Back to top

Efficiency Indicators

This section lists a program's efficiency indicators. If there are no indicators, this section will be empty. To remove an indicator from the list, click **DELETE.** Once deleted, indicators may be returned to the list by clicking **UN-DELETE** on the deleted indicator table.

The **Update Efficiency Indicator** section lists the efficiency indicators. Use this section to enter the fiscal year 2021 actual and fiscal year 2022 target/projected data for each indicator. Click **UPDATE**. To update an indicator, edit the text in the text and/or data box and click **UPDATE**. If the indicators are not listed in the order you wish them to appear, you can re-number them using a sequential number in the **Ind. No** field.

The **Add a New Efficiency Indicator** section is for adding new efficiency indicators. To add a new indicator to the program, enter the indicator name and data and click **ADD NEW EFFICIENCY INDICATOR**. The next available indicator number will automatically be assigned, so make sure you enter the indicators in the order in which you want them to appear (i.e., Efficiency Indicator 1 first, Efficiency Indicator 2 second, etc.). New indicators will not be added to the report if data fields are left blank.

The **Update 2020 Performance Measurements** and **Update 2019 Performance Measurements** sections are for entering the appropriate data for each of the efficiency indicators for both fiscal years. If you have new indicators, you will need to enter **0** for the data fields and **N/A** for the number types for these years. Click **UPDATE** when you have completed entry.

Note: You will not be able to make changes to copied up **2020/2019 Performance Measurements** without first contacting our office for approval. If you need to make changes, call us at 217-785-6261 or email PAR@illinoiscomptroller.gov.

The **Indicator Footnotes** section lists any footnote IDs that might accompany an efficiency indicator. To remove a footnote ID from the list, click **DELETE.** To add a footnote ID, go to the **Add Indicator Footnotes** section.

The **Add Indicator Footnotes** section allows you to add a footnote ID. To add a footnote ID to an efficiency indicator, select the footnote from the drop-down menu and click **ADD NEW FOOTNOTE ID**. The results will be reflected in the **Indicator Footnotes** section.

After completing the efficiency indicators, click **PROCEED TO EFFICIENCY INDICATORS EXTERNAL BENCHMARKS**.

Back to top

Efficiency External Benchmarks

This section lists a program's efficiency external benchmarks. If there are no benchmarks, this section will be empty. To remove a benchmark from the list, click **DELETE.** Once deleted, benchmarks may be returned to the list by clicking **UN-DELETE** on the deleted benchmark table.

The **Update Efficiency External Benchmark** section lists the efficiency external benchmarks. Use this section to enter the fiscal year 2021 actual and fiscal year 2022 target/projected data for each benchmark. Click **UPDATE**. To update a benchmark, edit the text in the text and/or data box and click **UPDATE**. If the benchmarks are not listed in the order you wish them to appear, you can re-number them using a sequential number in the **No** field.

The **Add a New Efficiency External Benchmark** section is for adding new efficiency external benchmarks. To add a new benchmark to the program, enter the benchmark name and data and click **ADD NEW EFFICIENCY EXTERNAL BENCHMARK**. The next available benchmark number will automatically be assigned, so make sure you enter the benchmarks in the order in which you want them to appear (i.e., Efficiency External Benchmark 1 first, Efficiency External Benchmark 2 second, etc.). New benchmarks will not be added to the report if data fields are left blank.

The **Update 2020 Performance Measurements** and **Update 2019 Performance Measurements** sections are for entering the appropriate data for each of the efficiency external benchmarks for both fiscal years. If you have new benchmarks, you will need to enter **0** for the data fields and **N/A** for the number types for these years. Click **UPDATE** when you have completed entry.

Note: You will not be able to make changes to copied up **2020/2019 Performance Measurements** without first contacting our office for approval. If you need to make changes, call us at 217-785-6261 or email PAR@illinoiscomptroller.gov.

The **Benchmark Footnotes** section lists any footnote IDs that might accompany an efficiency external benchmark. To remove a footnote ID from the list, click **DELETE.** To add a footnote ID, go to the **Add Benchmark Footnotes** section.

The **Add Benchmark Footnotes** section allows you to add a footnote ID. To add a footnote ID to an efficiency external benchmark, select the footnote from the drop-down menu and click **ADD NEW FOOTNOTE ID**. The results will be reflected in the **Benchmark Footnotes** section.

After completing the efficiency external benchmarks, click **PROCEED TO EXPLANATORY INFORMATION**.

Back to top

Program Explanatory Information

This section summarizes all the explanatory information entered into the system. You should review the information contained in this section and make any appropriate changes.

The **Add/Update 2021 Program Explanatory Information** section lists the explanatory information for the program you selected. If there is no program explanatory information, this section will be empty. To add/update program explanatory information, enter/edit the information in the **Program Explanatory Information** text box and click **ADD/UPDATE**. To remove program explanatory information, click **DELETE**. Do not use this section to re-enter footnote information.

When you have completed all data sections, you will be asked to either **SELECT A PROGRAM** or **PROCEED TO PROGRAMS AND RESOURCES/AGENCY EXPLANATORY NOTE(S)**. If you have another program to report for 2021, click **SELECT A PROGRAM**. This opens a **Select Agency Program** section and a drop-down menu from which you may select another program to work on. You will then repeat the data entry process for that program. Repeat the process for each program on which you are reporting.

After entering all of your agency's Public Accountability Report program reports for 2021, click **PROCEED TO PROGRAMS AND RESOURCES/AGENCY EXPLANATORY NOTE(S)**.

Back to top

Programs and Resources/Agency Explanatory Note(s)

This section identifies the 2021 programs and resources entered for your agency. All reporting and non-reporting programs with expenditure and headcount data will be in this table.

Note: There is a distinction being made between your agency's non-reporting programs and resources and those being reported on. All programs listed in the table cannot be deleted from this section. If you want to delete a program, you must return to the **Program General Information** section to delete the program from that location.

If you click on the hyperlink to a reporting program, you will be re-directed to the **Update Input Indicators** section to update expenditures and headcount. If you click on the hyperlink to a non-reporting program, you will be re-directed to the **Program General Information** section to update expenditures and headcount.

The **Add 2021 Programs and Resources/Agency Explanatory Note(s)** button will re-direct you to the **Add a New Program** section.

The **Add/Update 2021 Programs and Resources/Agency Explanatory Note(s)** can be used to enter explanatory information relative to the agency's programs and resources. To add/update your programs and resources/agency explanatory note(s), enter changes in the text box and click **ADD/UPDATE**. To remove agency explanatory note(s), click **DELETE**.

At the bottom of the section, you will be asked to either **SELECT A PROGRAM** or **PROCEED TO NARRATIVE**.

Note: You will not be able to submit your report unless the grand total of the appropriated expenditures for your agency that appears in the **Programs and Resources** table equals the total appropriated expenditures for your agency as recorded by the Statewide Accounting Management System (SAMS) for both fiscal year 2020 and fiscal year 2021. This table must be corrected before you may submit your report to the IOC.

Back to top

Agency Narrative

The **Narrative** text box will allow you to copy and paste from an existing document or type a new document. To edit the narrative, make the changes in the text box and click **ADD/UPDATE**. To remove the narrative, click **DELETE**.

The narrative should be a summary of the major results of the agency for the reporting period, the challenges facing the agency, and strategies for improving future results. Its purpose is to increase the understandability and usefulness of the report, communicate insights about the reported performance, and provide accessible information about the organization and its results.

Consider the following information in constructing your narrative:

- an overview of the scope of the performance report (which programs and services are included and which are excluded);
- the agency's mission;
- the major goals and objectives of the agency and the programs being reported;
- highlighted results, whether positive or negative, in terms of outcomes and efficiencies;
- discussions of programs with management's comments on the results compared to expectations; and
- discussions of any major challenges facing the programs and services of the agency and plans that have been made to address these challenges.

At the bottom of the section, you will either **SELECT A PROGRAM** to continue working on another program or go to the **Sections** drop-down menu to submit your report.

Note: All agencies, including universities, are required to submit an agency narrative.

Back to top

Request an Extension

The **Request an Extension** option in the **Sections** drop-down menu is to be used if you will not be able to complete your agency's Public Accountability Report by the deadline. Provide a reason for the extension request in the text box and click **REQUEST EXTENSION**. After PAR staff review, a response will be emailed to the authorized user on file from the **Director/Contact Information** page.

Back to top

Submit Your Report to the Comptroller

To submit your agency's Public Accountability Report to the Comptroller, go to the **Sections** drop-down menu and click **Submit Agency Report**.

On the **Submit Public Accountability Report** page, click **SUBMIT AGENCY REPORT** to inform the PAR staff that your report is ready.

Note: Changes to your PAR submission after you click **SUBMIT AGENCY REPORT** will only be allowed by contacting PAR staff.

After clicking the button, you will see an **Acknowledgment of Public Accountability Report Submission**. You will receive an email when the report is approved and ready for completion.

Once you have received an email that your submission has been approved for completion, log in to the PAR Portal and select **Complete Agency Report** from the **Sections** drop-down menu. Then click **COMPLETE AGENCY REPORT**.

You will receive an email acknowledging that your report has been received and filed. Maintain a copy of this email for your records.

Back to top

Help

Sometimes even after reading a User Guide, you may still need help resolving an issue. We recommend reaching out for help.

1. Contact your coordinator. If you do not know who your coordinator is for the Public Accountability Report, the information is located at the bottom of each page.

If you need assistance, please contact one of the Coordinators listed below.

Name	Phone	Email

2. If your coordinator is unable to resolve your issue, you may contact the Illinois Office of Comptroller Public Accountability Report administrator assigned to your agency. The PAR administrator information is located below the coordinator information.

Back to top